



MINUTES – LOCAL ADVISORY BOARD

Date: 15th September 2020

Venue: Virtual Meeting via Microsoft Teams

Time: 18:00

Attendance:			
Governors	Category	Governors	Category
Dan Blagg (DB)	Parent	Sally Love (SL)	Parent
Geoff Bryan (GB)	Community	Jackie Peterson (JP)	Community
Ian Burgess (IB)	Chair	Victoria Robinson (VR)	Community
Gillian Cullen (GC)	Parent	John Robinson (JR)	Community
Kathryn Hopes (KH)	Community	Mangala Sekhar (MS)	Community
James Lee (JL)	Deputy Head	Rachel Surch (RS)	Executive Primary Principal
Others			
Emma Maddison (EM)	Clerk		

1	Opening	
1.1	<p>Apologies and Declarations of Interest:</p> <p>The Chair welcomed the LAB to the first meeting of the academic year and its third virtual meeting. All governors were present and there were no declarations or conflicts of interest in any agenda items.</p>	
1.2	<p>Notification of Items of AOB:</p> <p>There was one pre-notified item for AOB:</p> <ul style="list-style-type: none"> • Set Pay Panel Dates <p>The Chair invited any other AOB. MS had two items:</p> <ul style="list-style-type: none"> • Ofsted Interim Visits • Health & Safety spot checks 	
1.3	<p>Adoption of Previous Minutes:</p> <p>The Chair invited adoption of the Minutes from the previous LAB meeting on 14th July 2020. The LAB agreed the Minutes as an accurate record of the meeting. This was proposed by VR and seconded by MS. The Minutes were signed by the Chair.</p>	
1.4	<p>Review Outstanding Actions:</p> <p>There were three outstanding action from the LAB meeting on 14th July 2020: Governors to arrange photo for ID Badge. This will be deferred until the school is fully open.</p>	

		<p>The remaining two actions are both in progress:</p> <p>Clerk to arrange Staff Governor Election for Sept 2020 Clerk to arrange governor forms/ documentation for September</p> <p>Action: Governors to arrange ID Photo once school fully open</p>
<p>2</p>	<p>Performance, Standards & Behaviour</p>	
<p>2.1</p>		<p>Trust Update from Head:</p> <p>Return to School:</p> <p>The Head updated the LAB on how the September return to school had been a bit of a challenge on the first day but that since then the day to day running was going well and the children have settled in well. The Head continued that challenges were coming from the fact that getting a Covid test is currently extremely difficult but the school has not so far had any positive tests. The school are trying to soothe anxieties around Covid, The Head added that it's been a difficult time for staff.</p> <p>The Head continued that there are a number of challenging children in Reception who have a high level of need. There is an issue with one particular child and a solution to this situation is currently being sought with the Local Authority.</p> <p>Head Teacher's Report:</p> <p>The Chair thanked the Head for her report. Governors were invited to submit questions to the Head in advance of the meeting:</p> <p>From Dan Blagg:</p> <p>I noticed that the staff survey had a low response rate - will this be re-done now that everyone is back in?</p> <p>Staff surveys are conducted and collated by governors. This was conducted online whilst everyone was still working (albeit not in school) and reminders were sent. Unfortunately, we cannot make this compulsory. We generally have a very low response rate every year. It will be up to Ian if he wants to run this again but it is conducted annually so will be conducted later in the year as a matter of course.</p> <p>From Vicki Robinson & John Robinson:</p> <p>I have only the one question after reading your report. It is regarding the 3 children on an agreed part time timetable. What is the reason for the agreed part time timetable for 3 children?</p> <p>We actually now only have 1 child on a PTTT as circumstances have changed. This child has actually been off school since December very ill. Together with all the lock</p>

		<p>down time and summer holidays, mum feels he needs to be built up gradually. This is being increased over a period of six weeks and is going well.</p> <p>From John Robinson:</p> <p>Is the cleaner on site daily employed by the school or the existing contractor?</p> <p>This cleaner is provided as part of our PFI contract so not employed directly by the school.</p> <p>The Head thanked governors for their questions submitted in advance of the meeting.</p> <p>The Chair asked how the current Risk Assessment looks now the school is two weeks into the new term.</p> <p>RS advised that it is regularly monitored. The current focus is around continuous learning if there is another lockdown. RS continued that GB (Red Oaks governor & TPAT director of IT) is currently looking at what is possible via remote delivery.</p> <p>The Chair asked about attendance. JP responded that the current picture is 381 out of the 459 NOR. RS explained that this is in part due to the fact that in the event of a child not attending because of possible Covid 19 symptoms siblings also have to be kept at home. RS continued that the school has been reinforcing the message that children can't come into school if they have any of the key symptoms adding that parents have been very understanding with some emailing test results to the school.</p> <p>RS added that processing attendance is taking Jill in the office a half day as there is so much to do and the office are taking a lot more phone calls from parents seeking advice and asking questions during the earlier part of the day.</p> <p>MS asked if all vulnerable children were back in school. RS replied that they have all returned and have only been off if they are actually ill or have someone in the family with symptoms meaning they also have to isolate until they have a negative test.</p> <p>MS thanked the Head for investigating the options with regard to remote learning. The head explained that it would only go ahead in the event of a lockdown or to a bubble.</p> <p>The Chair invited further questions including Sports Premium & Pupil Premium updates. The Head advised governors that with regard to Sports Premium she had met with Martyn & Peter and they will update the LAB in due course. RS added that a Pupil Premium meeting is scheduled for tomorrow.</p> <p>There were no further questions on the Head's report.</p>
	2.2	<p>Finance:</p> <p>Finance Report:</p>

		<p>JP had posted her Finance Report to Governor Hub in advance of the LAB meeting. The Chair invited JP to update the LAB.</p> <p>As explained in her report JP advised the LAB that there were no figures to present as it is Year End. JP continued that she had met with Alastair Dixon Patterson (Trust Director of Finance and Operations) and Niki Porter (Trust Finance Manager) to go over income and expenditure adding that there had been some actions as a result of the meeting. JP added that she had also spent some time with Alastair going over Primary finances as he is not as familiar with this sector.</p> <p>JP will also attend the Pupil Premium meeting tomorrow, adding that a decision will also be taken on how to allocate the leftover funds.</p> <p>JP concluded that there should be a good surplus for reserves and that the Year End should be completed by the next LAB meeting on November 10th</p> <p>The Chair thanked JP for her update. There were no further questions from governors.</p>
	2.3	<p>Educational Standards:</p> <p>The Head updated that the SDP was being worked on tomorrow with the SLT and Chair of Governors.</p>
	2.4	<p>Policies:</p> <p>The Performance Management Policy 2020-21 had been posted to Governor Hub in advance of the meeting. All governors were satisfied with this so the Chair proposed that this be ratified with all governors in agreement.</p> <p>The Chair and Head asked if all governors could read the following documents in the Virtual staffroom.</p> <p>Action: All governors to read with confirmation in writing by the next meeting on November 10th: Health & Safety Handbook 2020-21 Staff Handbook 2020-21 Safeguarding Handbook 2020-21</p>
3	Support	
	3.1	<p>Link Governor Update:</p> <p>Confirm Link Governor Roles:</p> <p>The Chair confirmed that there would be no change to link governor roles and asked Governors to get in touch virtually with their subject lead, not for review purposes but just to maintain contact. The Head agreed and confirmed that teachers are also contactable via TEAMS.</p> <p>Action: All governors to make virtual contact with Link Governors before Nov 10th meeting.</p>

		<p>TPAT Trustee & Governor Visits Policy:</p> <p>This was posted to Governor Hub in advance of the meeting. The clerk advised that the feedback form is the one that should now be used once visits resume.</p>
3.2		<p>Governor Update & Training:</p> <p>Trust Training Schedule: The Clerk advised governors that Trust training would mostly be LAB led but that it was likely that there would be whole Trust training on Data, Finance and Ofsted, details will follow in due course.</p> <p>Governors are requested by the Trust to undertake Prevent & Safeguarding training each year. The Clerk advised that the Safeguarding training (Child Protection 2020-21) is via Nimbl. The Clerk will send a link for the Home Office Prevent training.</p> <p>The Head suggested that training or a presentation on Safeguarding from Becky Taylor and/or the SLT would also be useful.</p> <p>The Clerk reminded governors about the upcoming Governor Support Safeguarding training with Bernice Weiss on September 22nd.</p> <p>Action: Governors to undertake Child Protection 2020-21 training via Nimbl and Prevent training by November 10th. Clerk to send Prevent link (& Nimbl reminder)</p>
3.3		<p>Admin:</p> <p>Keeping Children Safe in Education & TPAT Code of Conduct:</p> <p>The Clerk confirmed that most governors had emailed to confirm that they have read and understood these two documents. The clerk will follow up with any outstanding governors.</p> <p>September Forms: The Clerk confirmed that governors had either emailed or left signed hard copies at the office of:</p> <p>Insurance Declaration Declaration of Pecuniary Interest</p> <p>The clerk is arranging hard copies for governors without printing facilities and again will follow up on any outstanding forms</p> <p>Action: Clerk to collect Sept governor forms & confirmation of KCSiE And Code of Conduct</p> <p>Focus Days & Presentation Themes:</p> <p>The Head has suggested having the Focus Days virtually due to Coronavirus restrictions. The Head added that she will ensure that governors have an update on the SDP with a view to perhaps having separate Teams presentations. The Head added that as soon as the SDP is solidified she can propose dates for this.</p>
4	AOB & Any Other Points	

4.1	<p>AOB:</p> <p>Pay Panel:</p> <p>Pay Panel has been set for 11/11/20 with IB, JR & MS. The Head advised that the Trust are happy for the Panel to be conducted internally but she felt there was value in having governors involved in order to get an outside perspective and the governors were in agreement with this.</p> <p>Ofsted Interim Visits & Health & Safety Visits:</p> <p>MS asked if the proposed interim Ofsted visits would require input from governors and teachers. The Head explained that it was her understanding that it was only 'Requires Improvement' & 'Inadequate' schools who are likely to receive these before full inspections recommence in January 2021 but added that guidance was regularly changing.</p> <p>The Head added that her understanding of the Health & Safety checks were that they were being undertaken by phone and were just to ensure that schools are implementing guidance.</p> <p>Trust Update:</p> <p>The Head updated the board on a confidential matter.</p> <p>The Head then continued that Fred Child has been elected as the Trust's Chair of Trustees following on from previous Chair Louise Boutellier completing her term of office.</p> <p>The Head also updated that the Trust has been approached by another school pre-lockdown so the Trust are working on how to progress that.</p>
4.2	<p>Date of Next Meeting:</p> <p>10th November 2020 - 6pm.</p> <p>The Chair and Head confirmed that due to the ongoing situation with Covid 19, the LAB meetings will continue to be Virtual until January at the earliest. The Chair concluded the meeting by thanking the governors for their time and for attending the meeting adding that he is satisfied that the LAB are able to continue to discharge their governing responsibilities during the pandemic.</p>

The Meeting concluded at 19:20 pm

Full LAB Meeting Dates 2020/21	
15 th September 2020 @ 18:00	9 th March 2021
10 th November 2020	27 th April 2021
15 th December 2020	8 th June 2021
26 th January 2021	13 th July 2021

Key Actions:	By whom	Completed
Action: Governors to arrange photo for ID Badge once school open	All	Deferred
Action: All governors to read with confirmation in writing by Nov 10th: Health & Safety Handbook 2020-21 Staff Handbook 2020-21 Safeguarding Handbook 2020-21	All	In progress
Action: All governors to make virtual contact with Link Governors before Nov 10 th meeting.	All	In progress
Action: Governors to undertake Child Protection 2020-21 training via Nimbl and Prevent training by Nov 10th. Clerk to send Prevent link (& Nimbl reminder).	All	In progress
Action: Clerk to collect Sept governor forms & confirmation of KCSiE And Code of Conduct	Clerk	Completed

Abbreviations:	
TPAT	The Park Academies Trust
SDP	School Development Plan
NOR	Number on roll
SLT	Senior Leadership Team

Signed:	Print:
	Signature:
Date:	